



Section 001

REQUEST FOR PROPOSALS/BIDS- Project #A2019-01

1. Bids for the **Town Office Window and Door Replacement** shall be received by the Town of Bridgeville, Attn: Jesse Savage, Town Manager, 101 North Main Street, Bridgeville, Delaware 19933, until November 8th at 3:00 P.M., at which time all bids will be opened and publicly recorded. The Town will consider all bids which have been properly filed and may enter into a contract with the party offering the lowest responsive and responsible bid that is in the best interest of the Town. The Town may also reject any and all bids and re-advertise.
2. Scope of Services- the work to be completed consists of removal of two doors and door frames and installing two hollow-metal doors and door frames; removal of existing sliding glass window and replacing with a reception window.
3. Key RFP Milestones- the following dates and milestones apply to this RFP and subsequent contract award. Vendors are advised that these dates are subject to change due to unsuspected events that may arise during the bid proposal and award process:

Activity	Due Date
RFP Available to Vendors	October 14, 2019
Bids Due No Later Than	November 8, 2019
Contract Award	Will occur within 15 days of bid due date
Completion Date	60 days from contract award

4. RFP Designated Contact- The designated Contact for all requests, questions or other communications about this RFP is Jesse Savage, who can be reached at 302.337.7135 or by email jsavage@townofbridgevillede.us . Vendors directly contacting any other Bridgeville employee regarding this RFP, without prior consent, risk elimination of their proposal from further consideration. A site visit is required and can be coordinated with Mr. Savage



Section 002

Instructions to Bidders- #A2019-01

1. Qualifications of Bidders:

- 1.1. Bidders must be licensed contractors in the State of Delaware and will be required to obtain a Bridgeville Business License if the successful bidder.
- 1.2. Each Bidder must be prepared to submit upon request such written evidence as may be required to demonstrate the Bidder's qualifications to perform the work. Such evidence may include financial data, previous experience and references, present commitments, and proposed contractors and suppliers.

2. Examination of Contract Documents and Project Site:

- 2.1. It is the responsibility of the Bidder to:
 - 2.1.1. Thoroughly examine the Contract Documents.
 - 2.1.2. Visit the site and become familiar with the existing conditions and the scope of the project work, and become familiar with the surrounding conditions that may affect the cost, progress, performance or furnishing of the work.
 - 2.1.3. Consider all federal, state and local regulations that may affect the work.
 - 2.1.4. Notify the Town of any conflicts, errors or discrepancies found in the Contract Documents.
- 2.2. The Submission of a bid will constitute a representation by the Bidder that the Bidder has complied with every requirement of this section and that the bid is premised upon performance and furnishing of the work required by the Contract Documents. The Bidder further acknowledges that the Contract Documents are sufficient in scope and detail and convey understanding of the terms and conditions necessary for performance and furnishing of the work.